

VENTURA LAFCO

WATER & WASTEWATER SERVICE REVIEW

PART I

1. Contact Information (all agencies)

a. Name of City/District: Camrosa Water District

Mailing Address: 7385 Santa Rosa Road

City Camarillo State CA Zip 93013-

Primary Office Address (if different): Same

City _____ State CA Zip _____

Telephone: (805) 482-4677 Fax: (805) 987-4794

E-Mail: Froyer@camrosa.com

b. Manager (Chief Staff Official):

Last Name: Hajas First Name: Richard

Title General Manager

Mailing Address (if different than contact):

Address 7385 Santa Rosa Road

City: Camarillo State: CA Zip 93012-

Telephone (805) 482-8214 Ext _____ Fax (805) 982-4794

E-mail: Rhajas@Camrosa.com

c. Contact (if different than manager):

Last Name: Royer First Name: Frank

Title Assistant General Manager

Address: 7385 Santa Rosa Road

City: Camarillo State: CA Zip 93012-

Telephone (805) 482-4613 Ext.: _____ Fa (805) 987-4797

E-mail: FRoyer@camrosa.com

d. Legal Counsel: Michael F. Perrett

Title: District Counsel

Mailing Address (if different than m _____

City: _____ State: CA Zip _____

Telephone (805) 644-7111 Ext: _____ Fax (805) 644-8296

E-mail perrettm@pacbell.net

Agency Name: Camrosa Water District

Governance Information (all agencies)

a. Agency Type (check all that apply)

- ☐ City Date of Incorporation: _____
☐ General Law ☐ Charter
☒ Independent Special District ☐ Dependent Special District

Enabling Legislation (citation for principal act)

California Water Code 30000 et.seq

Date of Formation: 7/1/1962

b. Governing Body:

- ☐ City Council ☒ Board or Directors ☐ Other (specify) _____

Number of Members 5

How are members selected ☒ at large vote ☐ voting districts

☐ voting divisions ☐ appointment at large ☐ appointment by district

☒ other (specify) elected at large but must reside within voting divisions

If elected, date of last election 11/6/2001

How may members ran unopposed: 1

Terms of office ☒ 4 year ☐ 2 year

☐ Other (specify) _____

c. Current Member Data (attach extra sheets if needed)

Name: Al E. Fox Title: President

☒ Elected or ☐ Appointed Expiration Date of Term 12/ 1/2006

Name: Jeffrey C. Brown Title: Vice President

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 1/2006

Name: Tiomothy H. Hoag Title: Director Division 3

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 3/2004

Name: Ronald J. Vogel Title: Director Division 4

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 3/2004

Name: Terry L. Foreman Title: Director Division 5

☒ Elected or ☐ Appointed Expiration Date of Term: 12/ 1/2006

Name: _____ Title: _____

☐ Elected or ☐ Appointed Expiration Date of Term: _____

Name: _____ Title: _____

☐ Elected or ☐ Appointed Expiration Date of Term: _____

Agency Name:

Camrosa Water District

d. Compensation (of elected officials)

Basic Stipend: \$143.00 ☒ per meeting or ☐ per month

District compensation: ☐ GovCompDC Mileage amount per mile: _____

☒ Meals _____ ☒ Monthly travel Amount: _____

☐ Other Spec _____

Insurance Coverage ☐ Life _____

☒ Medical \$272.69 ☒ Dental \$23.24

☒ Other (Specify): Family Vision Amount: \$14.91

Retirement Benef none

Amount: _____

Is there a limit on the amount a board member/city council member can earn

☒ Check for Yes blank for No Amount: \$1,430.00

Are new board members provided with an orientation session with the General Manager/City Manager?

☒ Check for Yes blank for No With Legal Council? ☐ Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day:: 2nd and 4th Thursday Time: 5:00 PM

Regular meeting location: Address: 7385 Santa Rosa Road

City: Camarillo

ZipCode: 93012

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Outside Office Door; On District Website; By letter notification if requested

Does your agency conduct regular reviews of the requirements of the

Brown Act ☐ Check for Yes blank for No FPPC ☐ Check for Yes blank for No

Public disclosure requirements ☐ Check for Yes blank for No

Date of Last review session: _____

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No

Agency Name:

Camrosa Water District

3. Employee Information (all agencies)

Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.

a. Total No. of Employees 19

Executive and Management 3 Professional and Support 7

Operational: 9 Other (Specify): _____ Number: _____

b. Number of Employees in all aspects of Water Service

Executive and Management _____ Professional and Support _____

Operational _____ Other (Specify) _____ Number: _____

c. Number of Employees in all aspects of Wastewater Service

Executive and Management _____ Professional and Support _____

Operational _____ Other (Specify) _____ Number: _____

d. How many employee bargaining units are recognized? (list the number and the name of each bargaining unit):

None

How many Employees are represented: _____ Agency Total: _____

Water Service: _____

Wastewater Service _____

What are the dates and terms of the last bargaining agreements

Agency Name Camrosa Water District

4. Financial Information (all agencies)

a. Service Cost Information:

List current rates for all categories of services

Water Agencies – what are the rates in terms of acre-feet

See Attached Rate Sheet

Wastewater Agencies – what are the rates in terms of MGD Flat Monthly Rate

Rate changes in last two years:

Water increase (all classes) from 1.01 per unit to 1.03 per unit effective July 1, 2001. No sewer increase in past two years.

Specify rate changes anticipated in next two years:

Unknown - Currently in Budget Process

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

\$.48 per unit for first 12 units, \$.52 per unit for 13th unit and greater.

b. Budget Information for the Last Three Fiscal years:

Are adopted budgets posted on the agency website? ☒ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

FY 2000-2001: Revenues: 10,496,800 Expenses: 9,923,118

Capital Improvements: 737,000 Reserves: 13,024,652

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: _____

FY 2001-2002: Revenues: 10,675,220 Expenses: 10,111,511

Capital Improvements: 1,401,000 Reserves: 11,190,417

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the _____

FY 2002-2003: Revenues: 11,404,500 Expenses: 9,692,741

Capital Improvements: 1,542,000 Reserves: 10,013,626

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: _____

Agency Name: **Camrosa Water District**

c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.

FY 2000-2001:	Voter Approved	Sunset Date
Property Taxes: <u>622,500</u> % <u>5.90%</u>	<input checked="" type="checkbox"/> Check for Yes Blank for No	<u>2/1/2003</u>
Special Taxes: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Service Charges: <u>8,664,300</u> % <u>82.50%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Fees: <u>330,000</u> % <u>3.10%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Assessments: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Stand-by Charges: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Grants: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Other (Specify): <u>Interest Income</u> Amount: <u>880,000</u> % <u>8.40%</u>		

FY 2001-2002:	Voter Approved	Sunset Date
Property Taxes: <u>634,950</u> % <u>5.90%</u>	<input checked="" type="checkbox"/> Check for Yes Blank for No	<u>2/1/2003</u>
Special Taxes: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Service Charges: <u>8,950,270</u> % <u>83.80%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Fees: <u>330,000</u> % <u>3.10%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Assessments: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Stand-by Charges: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Grants: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Other (Specify): <u>Interest Income</u> Amount: <u>760,000</u> % <u>7.10%</u>		

FY 2002-2003:	Voter Approved	Sunset Date
Property Taxes: <u>350,000</u> % <u>3.40%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Special Taxes: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Service Charges: <u>9,344,500</u> % <u>89.40%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Fees: <u>330,000</u> % <u>3.20%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Assessments: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Stand-by Charges: _____ % _____	<input type="checkbox"/> Check for Yes Blank for No	_____
Grants: <u>0</u> % <u>0.00%</u>	<input type="checkbox"/> Check for Yes Blank for No	_____
Other (Specify): <u>Interest Income</u> Amount: <u>380,000</u> % <u>3.60%</u>		

Are areas annexing to your agency accessed stand-by charges (click for yes): ☐

If so what is the amount of the stand-by charge

N/A

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☐

If yes what is the amount:

Agency Name Camrosa Water District

d. Reserves:

Reserve Definitions:

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue	96.20%	105.80%	124.00%
Operating Reserves			
Capital Reserve Fund	8,408,656	10,420,432	10,402,176
Operating and Rate Stabilization Fund	250,000		
Restricted Debt Reserves	1,355,000	769,985	2,622,476
Other Reserves			

e. Audits

Date of last independent audit: 8/1/2002

Who conducted last independent audit? Nelson and Poindexter

Was the audit qualified in any way? Unqualified Opinion

f. Bonds:

What is your agency's bond rating? A2 A+

What was the source of the rating? Moody's Std & Poors

Agency Name:

Camrosa Water District

5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter: No special enabling legislation

Pending litigation: None

Court judgement: None

Legal issues: None

Restricted assets: None

Financial constraints: None

Other: None

Agency Name: Camrosa Water District

6. Service Information (all agencies)

a. Provide a list of services provided by your agency:

Potable Water Service; Non-potable Water Service; Water Reclamation and Distribution; Sewer Collection; Wastewater Treatment; Power Generation.

Provide a brief narrative description of the service area for water service.

The District encompasses approximately 31 square miles and includes the Tierra Rejada Valley, Santa Rosa Valley, the Eastern portion of the City of Camarillo and portions of the Oxnard Plain. In addition, the District serves all of the potable and non-potable water needs of CalState - Channel Islands.

Provide a brief narrative description of the service area for wastewater service.

Wastewater service is currently provided to that portion of the City of Camarillo bounded by Calleguas and Conejo Creeks on the Western and Eastern boundaries, Highway 101 on the South and the incorporated City boundary to the North. In addition, the District provides wastewater service to CalState Channel Islands. The need for expansion of service into the Santa Rosa Valley is being studied.

b. Estimated January population in agency's boundaries: 35,000

Size in acres: 20,160

c. Estimated January 2003 population in sphere influence: 35,000

Size in acres: 20,160

Agency Name Camrosa Water District

7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)

a. Total number of customers Retail 7736 Wholesale: _____

b. Total Number of water service connections in Agency Boundaries

Domestic 9508 Agricultural: 267 M()I 172
Reclaimed: 233 Other (specify): Dedicated Irrigation Amount of Other: 194

c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:

Domestic _____ Agricultural: _____ M()I _____
Reclaimed: _____ Other (specify): _____ Amount of Other: _____

d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:

Domestic 4 Agricultural: _____ M()I _____
Reclaimed: 4 Other (specify): _____ Amount of Other: _____

e. Shared Facilities:

Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:

Address	Parcel Number	Etc...
<u>9122 Worth Way (Domestic Service)</u>	_____	_____
<u>2052 Howard Road, Conjeo Mountain Memorial Park</u>	_____	_____
<u>1354 S. Lewis Road (Both Domestic and Reclaimed)</u>	_____	_____
<u>Domestic Service</u>	<u>500-400-114</u>	_____
<u>Reclaimed Service</u>	<u>234-0-030-225</u>	_____
<u>Reclaimed Service</u>	<u>234-0-030-180</u>	_____
<u>Reclaimed Service</u>	<u>234-0-030-190</u>	_____

f. Does your agency have a master plan? (Check for Yes) ☒

Date of current master plan: _____

Date of previous master plan: 1/1/1990

Agency Name

Camrosa Water District

g: Water Facilities (provide for each facility) attach sheets if necessary

Location: All Water facilities-district wide

Miles of Lines 139 Type: cast iron/PVC/A

Capacity: 33 Year built: 1/1/1964

Storage capacity in days 1 Year capacity last expanded: _____

What permits (local, state, federal) are required:

California DHS - Water Supply Permit

Are required permits current (check the box for yes) ☒

Does your agency have permit violations: _____

Is your agency applying for new permits or permit amendments: _____

Date of latest Water Quality Report: 6/1/2002 Are copies posted on the web? (Check for Yes) ☒

h. Water Source Information:

Imported Source: Calleguas Municipal Water District Percentage of total: 99.99%

Reclaimed: Source: Camrosa Water Reclamation Facil. Percentage of Total: 99.99%

Other (specify) _____

Source: _____ Percentage of total: _____

Groundwater (list each source and no. of wells):

Source: Conejo Wellfield (3 wells) Percentage of total: 30.90%

Source: Tierra Rejada Well (1 well) Percentage of total: 7.80%

Source: Woodcreek (1 well) Percentage of total: 28.90%

Source: Santa Rosa Mutual Wells (2 wells) Percentage of total: 32.20%

Source: _____ Percentage of total: _____

Surface (list each surface source:)

Source: Conejo Creek Division Percentage of total: 99.99%

Source: _____ Percentage of total: _____

Source: _____ Percentage of total: _____

i: Additional Informaion

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☐

What is you agency's estimated peak demand? 20 MGD Potable; 4 What is your agency's peak demand capacity? 33 MGD Potable; 1

In the event of a power outage what additional resources of power are available: Installed and portable generators

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed?

Agency Name:

Camrosa Water District

8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☒ SerInfoWWAMP

Date of current master plan: 1/17/2003 Date of previous master plan: 1/1/1991

b. Number of wastewater service connections in agency boundaries

Residential: 7,274 Commercial: 90 Industrial: _____

Other (specify) Commercial incl. Industri Amount of Other: _____

c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: _____ Commercial: _____ Industrial: _____

Other (specify): _____ Amount of Other: _____

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: _____ Commercial: _____ Industrial: _____

Other (specify) _____ Amount of Other: _____

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

Agency Name

Camrosa Water District

e. Wastewater Service Connections:

Total number of wastewater service connections: 7364

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facility Camrosa Water Reclamation Facility (1900 S. Lewis Road)

Miles of Lines 40 Type: Clay/PVC Capacity (MGD) 1.5

Year built: 1/ 1/1997 Year capacity last expanded _____

What permits are required for facilities: RWQCB Waste Discharge Permit; NPDES

Are required permits current (check box for yes) ☒

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☒

If yes, what permits? NPDES; Reloc. Dischrge pt. To lower Calleguas Crk.

Locaton of treatment facilities: _____

Miles of lines: _____ Type: _____ Capacity: _____

Year Built: _____ Year capacity last expanded: _____

What permits are required for facilities: _____

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? _____

Agency Name: Camrosa Water District

8. Service Information

f. List current share activity with other service providers and provide a brief description

☒ Joint Power Authorities (JPA's)

☒ Memorandums of Understanding (MOUs)

Ventura County- Disaster operations and use of the Statewide Emergency Management System

☒ Service Agreements:

CSUCI- Wastewater and Recycled Water Service Agreement; Camarillo Sanitation District - Contractual use of CamSam Treatment Plant and Mutual Aid Agreement; Ventura County - Water and Sewer Service Agreement (Case Pacifica, et.al); Various Landowners - Non-potable Water Service Agreements; Pleasant Valley County Water District - Non-potable Water Service Agreement

☒ Purchasing Agreements:

Calleguas Municipal Water District - Purchase order for imported water supply; City of Thousand Oaks - Purchase of non-potabl surface water

☐ Equipment Sharing:

☒ Insurance Pools:

ACWA-JPIA - Joint Powers Insurance Agency; CalPers Retirement System; ACWA Medical/Dental/Vision Coverages

☒ Joint Funding:

State Water Resources Control Board Grant - Camrosa Recycled Water Project; Calleguas Municipal Water District - Contruction and Operation of the Conejo Creek Diversion Project

☒ Other:

City of Thousand Oaks - Santa Rosa Valley Groundwater Management Plan; Calleguas Creek Watershed Municipal Watershed JPA - Development of a TMDL workplan for the Calleguas Creek Watershed

g. Agency Function:

List Agency Functions that are Provided by:

Private Contractors: Alexanders Contract Services - Meter Reading; Various Construction Firms - Line Maintenance as required

Other: Ventura Regional Sanitation District - Source Control, Collection System Maintenance and Emergency Services; County of Ventura - Backflow Inspection/Certification

Annual savings produced by using contractors/other agencies _____

Other? _____

List any excess capacity, facilities or staff which can be made available by your agency